

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01223038

DATE POSTED: 03/10/22

POSITION NO: 240005

CLOSING DATE: 03/30/2022 by 5pm

POSITION TITLE: Petroleum Technician - Trainee

DEPARTMENT NAME / WORKSITE: DNR/ Minerals Department Oil & Gas Inspection Program/ Shiprock, New Mexico

WORK DAYS: M-F REGULAR FULL TIME: ☒ GRADE/STEP: BQ61A

WORK HOURS: 8 AM - 5 PM PART TIME: ☐ NO. OF HRS./WK.: \$ 35,558.64 PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION : \$ 17.03 PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Learns to access important information from well folders and lease folders, for example: lease agreements, lease flow charts, well location, etc. and becomes familiar with how to read maps using sections, township and ranges; uses quarter information to locate wells; learns to calculate oil sale run tickets using 6A 6B handbook; learns procedures followed by Bureau of Land Management (BLM) and the Navajo Nation (Nation) for Incidents of Noncompliance; becomes familiar with procedures of conducting oil and gas lease inspections; attends formal BLM training modules for certification.

Attends Fluid Minerals Inspection and Enforcement Production Courses; receives on the job training from certified BLM and Nation Inspectors; becomes familiar with gas meter calibration procedures and proving of Lease Automated Custody Transfer calibration procedures; learns entry level APD approval process; attains proficiency in lease site security requirements, oil field hazards, undesirable events, knowledge of oil field production equipment and associated facilities. Learns oil field safety requirements and attends H2S safety training annually.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate of Science degree with advanced mathematics coursework.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of mathematical operations and procedures.

Knowledge of computer software, hardware and peripherals.

Knowledge of research and analysis practices.

Knowledge of customer service practices.

Skill in utilizing verbal and written communication in the production of reports and records.

Skill in following written and verbal directions and instructions.

Skill in adapting and learning the mechanics of oil and gas inspection, operation and production.

Skill in establishing and maintaining effective working relationships.

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in resolving conflicts with hostile or confrontational clients.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.